

Subject: RE: PLEASE CONFIRM RECEIPT OF THIS MESSAGE AND CHANGES

From: Marcelo Sabbatella

Date: 06/01/2016 12:17 PM

To: Jim Omahen <jim@mediadistrict.org>, Billing <billing@universalpro.com>

CC: Lisa Schechter <lisa@mediadistrict.org>

Jim,

I will check on this and get it fixed asap.

Best,

From: Jim Omahen [mailto:jim@mediadistrict.org]

Sent: Wednesday, June 01, 2016 11:15 AM

To: Billing <billing@universalpro.com>

Cc: Marcelo Sabbatella <Marcelo.Sabbatella@universalpro.com>; Lisa Schechter <lisa@mediadistrict.org>

Subject: PLEASE CONFIRM RECEIPT OF THIS MESSAGE AND CHANGES

Importance: High

You have been notified that we have change addresses, yet you have not made the change to our invoices. Please do so.

New mailing and business address is:

Hollywood Media District BID
1040 N. Las Palmas Ave.
Hollywood, CA 90038

Also please remove former Executive Director's name, Susan Levi, from future invoices. Current Executive Director is Lisa Schechter.

PLEASE CONFIRM RECEIPT OF THIS MESSAGE AND CONFIRM UPS BILLING HAS MADE THESE CHANGES. Thank you.

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Jim Omahen, Operations Manager
Hollywood Media District BID
1040 N. Las Palmas Ave.
Hollywood, CA 90038
Ph 323.860.0088
Fax 323.860.0089

MediaDistrict.org